

Job Title: REALTY SPECIALIST IV - ACQUISITION MANAGER - IPR#46562

Agency : Department of Transportation

Closing Date/Time: 05/09/2023

Salary: \$5,120-\$9,155 Monthly

Job Type: Salaried Full Time

County: LaSalle

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition Policy.**

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Acquisition Manager.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for scheduling and supervising the procedures required for negotiation, relocation, and property management to satisfy the needs of the department for highway and other related purposes.

Subordinate Personnel:	Up to 5
Annual Land Acquisition Expenditure:	\$1 Million to \$10 Million
Number of Parcels Acquired Annually:	75 to 300
Number of Relocations Annually:	5 to 15

Value of Property Managed: \$1 Million to \$1 O Million
Special Projects: 2 to 10

This position reports to the Land Acquisition Engineer as do the Appraisal Manager, Condemnation Engineer/Manager, Plats and Plans Manager, Chief of Surveys, and Executive Secretary. Reporting to this position are the Relocation and Property Manager, and up to four negotiators. This position may supervise temporary staff assigned to the section for the winter.

This position is responsible for administering the functions of the district's Acquisition Unit in negotiation, relocation, and property management. The incumbent's staff is required to work with a variety of property owners in a district consisting of urbanized and rural sections with the many problems that are inherent to these types of property ownerships. The negotiation and relocation procedures require immense diplomacy and experience in presenting the department's programs, regulations and approved fair market values to property owners. The incumbent is required to coordinate the activities of the Relocation/Property Management Sub-Unit and Negotiations Sub-Unit with that of the Appraisal Unit to comply with federal and state regulations concerning property owners, relocates and tenants. Due to the varied types of ownership, emotional ties to the land and unique personalities involved, the incumbent reviews and resolves disputes and complaints beyond the capabilities or expertise of his/her subordinates. He/She reviews all the activities of the sub-units, providing guidance and direction as needed, to eliminate or prevent delays that would jeopardize the district construction program or increase the costs to the taxpayer.

Typical problems are establishing effective communication with owners of complex parcels so that negotiations are successfully consummated. Resolving questions and complaints from property owners or their attorneys concerning acquisition and property rights and insuring good public relations are major responsibilities. The greatest challenge is scheduling and expediting right-of-way acquisitions and relocation to provide effective negotiations while still meeting construction letting dates.

(Job Responsibilities continued)

The incumbent establishes tentative schedules for completion of all the activities necessary for parcel acquisition and provides the necessary control checks to ascertain that a project is within the proper limits for scheduled completion. The incumbent reviews all activities to ensure that all property owners have been dealt with fairly and properly and that all the federal and state requirements applying to land acquisition are followed. This position provides training and guidance for subordinates and provides support and training for municipal and county agencies engaged in the acquisition of right-of-way. The incumbent prepares or reviews the necessary affidavits, special agreements, releases, and other documents required to obtain the necessary legal rights. He/She works with property owners, attorneys, utility company representatives and district personnel in solving and expediting solutions to complex or special problems. This position reviews title reports, right-of-way plans, construction plans, and appraisals to understand the effect of the project on adjoining property owners and to anticipate any special or unusual negotiating problems. This position requires extensive correspondence with property owners and their representatives when difficult or complicated situations arise. The incumbent negotiates for complex or special project parcels.

The incumbent utilizes the following staff to accomplish the functions of this position:

Relocation and Property Manager who provides the necessary services to property owners and/or tenants requiring relocation assistance and who is responsible for property rentals, sale of excess properties, and release of access rights.

Negotiators who will work with property owners to acquire the necessary rights for right-of-way purposes. They are responsible for warrant deliveries and title clearance.

The incumbent is given wide latitude to set schedules, approve negotiation procedures, obtain all required documents, recommend parcels for condemnation proceedings, special agreements, and disposition of excess property, authorize acquisition settlements, relocation expenses, rental values, and agreements with other agencies, and resolve complaints and disputes with property owners.

(Job Responsibilities continued)

This position requires the incumbent to work with personnel from the district Bureaus of Program Development, Project Implementation, and Operations, the Local Roads Section, central Bureau of Land Acquisition, property owners of various types of properties, attorneys, lending institutions, Federal Highway Authority

(FHWA) personnel, title company personnel, county recording and tax office personnel, and elected officials. Travel within the district is required to meet with property owners.

The incumbent may also serve as the Local Public Agency liaison and is responsible for monitoring and assisting the local agencies to assure compliance to Title II and III of the Uniform Act when federal funds are included in the local project. The primary responsibility of this function is review and certification.

This position is evaluated by the extent to which construction schedules are not delayed by the work of the Acquisition Unit, by the percentage of agreements reached, by the response of landowners to acquisition procedures, and by the relationship between the Acquisition Unit and other units within the department.

Principal Accountabilities

1. Ensures that the right-of-way needs are acquired according to schedule.
2. Ensures that all property interests are acquired honestly and fairly.
3. Provides proper schedules and guidance to ensure efficient operations.
4. Maintains proper liaison with other bureaus, agencies, attorneys, and property owners to ensure that all requirements have been complied with.
5. Motivates and trains subordinate personnel to ensure effective and efficient operations.
6. Resolves issues beyond subordinate capabilities or expertise through logical conclusions.
7. May also serve as the Local public Agency liaison for review and certification of local projects involving federal funds and land acquisition.
8. Performs duties in compliance with departmental safety policies. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of two years of college majoring in engineering, construction management, or related fields PLUS three years of professional experience in real estate, surveying, title work, land acquisition, appraisal, negotiation, property management or relocation assistance or a combination thereof; OR
 - Four years of professional experience in real estate, surveying, title work, land acquisition, appraisal, negotiation, property management or relocation assistance or a combination thereof.
- Valid driver's license
- Travel within the district

Position Desirables

- Strong communication skills

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 700 E Norris Dr Ottawa, IL 61350-1628

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Office: Office of Highways Project Implementation/Region 2/District 3/Bureau of Program Development

Job Family: Transportation; Leadership & Management

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com